

Records Disposition Authority

Records Control Schedule 30-64 for the Records Administration
Staff is approved and authority given to implement the
disposition instructions contained herein.

Preparation:

[Redacted Signature Box]

Date

22 Nov 1963

Approved:

[Redacted Signature Box]

Chief, Records Administration Staff

Date

29 Nov 1963

Cross Reference

Old Schedule 30-61	- now -	New Schedule 30-64
22 Staff Admin. File		1 Records Program Files
22.1 Staff Case Files		2 Staff Projects Files
23 Admin. Files		3 Admin. Files
24 Employee Record Card File		4 Employee Card File
25 Courier Classified Mail Receipts		5 Courier Mail Receipts
26 Regulatory Issuances		6 Regulatory Issuances
27 Library Material		7 Library Material
28 Briefing Material		Incorporated with #1
29 Reports and Correspondence		Incorporated with #10
30 Records Control Schedules		8 Same
31 Branch Working Files		Incorporated with #11
32 Filing Workshop		Incorporated with #10
33 Staff Working Files		Incorporated with #11
34 Vital Materials Schedules		9 Vital Records Schedules
35 Reference Publications		10 Records Program Workshops new Incorporated with #14
36 Branch Working Files (Forms)		11 Analysts Working Files new Discontinued
37 Reference Publications		14 Reference Publications
38 Forms File		12 Forms File
39 Form Record & Index		Incorporated with #12 and 13.
40 Form Indexes File		13 Forms Indexes
41 Staff Working File		Incorporated with #11

OFFICE, DIVISION, BRANCH

DDS/RECORDS ADMINISTRATION STAFF

CHIEF, RECORDS ADMINISTRATION STAFF

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	RECORDS PROGRAM FILES Correspondence, reports, and other papers which document the Agency Records Management Programs. The file is used in directing and administering the daily activities of the records programs and in establishing and recommending plans and policies for the management and improvement of paperwork activities throughout the Agency. Files are used for background information, reporting purposes and in conducting daily operations. Filed by program and by subject thereunder.	2.5	Permanent. Disposal not authorized. Retain in current files for five ^{three} years then transfer to the Records Center at the end of each calendar year. <i>As per [redacted] 3/11/65</i>
2.	STAFF PROJECTS FILES These are record copies of special studies, surveys and reports which were prepared by Staff members after investigating specific problems or in developing projects for the improvement of paperwork activities. These include project analysis, recommendations, accomplishments, graphics and other documentary material. Arranged organizationally and by subject.	2.9	Permanent. Disposal not authorized. Retain in current files for three ^{three} years then transfer to the Records Center if project not of current interest. <i>Changed ordered by L.S.C. per R.D. 2/24/65 R.E.F.</i>
3.	ADMINISTRATIVE FILES These files reflect the housekeeping functions of the Staff. Files include correspondence, reports memoranda on personnel, training, security, logistics budgeting and other related administrative subjects. Filed according to Agency Subject File Manual. Current.	1.5	Temporary. Destroy three years after date retired to Records Center. Break file annually and hold at least one yr. and retire. (RAB memo 16 July 1971)

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4.	EMPLOYEE CARD FILE Consists of OF4b card for each employee of the Staff. A brief summary is recorded of employee's personal and employment history required for daily supervision of personnel activities. Filed alphabetically by surname.	.1	Temporary. Destroy 30 days after employee officially resigns from the Agency; if transferred within the Agency forward to gaining component.
5.	COURIER MAIL RECEIPTS Mail receipts prepared on material dispatched from the office and receipted by couriers. Serves as a log. Filed chronologically. (Current)	.1	Temporary. Destroy when one year old.
6.	REGULATORY ISSUANCES Bound copies of Agency Regulations, Notices and Handbooks which are maintained for reference purposes.	.4	Temporary. Retain in current files area. Destroy when obsolete or superseded.
7.	LIBRARY MATERIAL Books, guides, manuals on subject of interest to the Records Management Program. Maintained for reference purposes.	8.	Temporary. Return books to OCR Library when no longer of interest to the Staff. Destroy other publications as they become obsolete.
8.	RECORDS CONTROL SCHEDULES These are the record copies of Records Control Schedules for Agency components, together with background material pertinent to each office, and where applicable, authority to dispose of records which was obtained from the National Archives and the Congress.		
06	a. Comprehensive schedules for individual components of the Agency. Schedules contain detailed information on types of records, use, contents, volume and disposition instructions. Filed organizationally. (Current)	1.3	Permanent. Disposal not authorized. Place in an inactive file when superseded. Transfer to the Records Center annually. <i>ARCHIVES WHEN NO LONGER NEEDED.</i>

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	b. Disposal authorizations obtained from National Archives on records not covered by General Schedules.	.5	Permanent. Disposal not authorized. Retain in current files area indefinitely.
	c. Background files. Contain information pertinent to analyzing specific records problems, including organizational changes, files peculiar to an office, changes in functions or responsibilities within an office, and other papers which may have been gathered while conducting a study. Filed organizationally.	.3	Temporary. Review annually and destroy material no longer pertinent to current activities.
9.	VITAL RECORDS DEPOSIT SCHEDULES		
	Copies of schedules prepared for each component identifying the vital records to be deposited, frequency of deposit and disposition instructions. Maintained for reference of VR officer on the Staff in reviewing VR program activities.	1.0	Temporary. Destroy when superseded.
10.	RECORDS PROGRAM WORKSHOPS		
	Files contain lectures, exhibits, slides, graphics, guides and reference materials which are used in conducting workshops in the various elements of records management. Workshops are held in cooperation with Office of Training. Files are maintained by program, such as filing, disposition, forms, correspondence, vital records, etc.	7.0	Temporary. Retain in current files area. Destroy when program becomes inactive.
11.	ANALYSTS WORKING FILES		
	Contain copies of memos, reports statistical compilations, background information, and related material pertinent to the records management activities. Files are maintained by individual analysts according to each area of interest or responsibility, or brought together as a central file for the group. Used for background in making additional studies and to keep analysts apprised of current happenings. Filed by subject.	8.	Temporary. Screen annually and destroy material no longer of current interest.
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12.	<p>FORMS FILE</p> <p>Contains case files on the official forms approved for use in the Agency. Files contain initial requests and justification, revisions, specifications, correspondence, changes, (organizational), and a 5 x 8 card record and index of each form. Filed numerically by form number.</p>	22.0	<p>Permanent. Disposal not authorized. When form is superseded or obsolete, remove 5 x 8 card records from folder and place in inactive file. Retire to the Records ARCH. Control in one cubic foot lots. <i>WHEN NO LONGER NEEDED FOR REFERENCE.</i></p>
13.	<p>FORMS INDEXES FILE</p> <p>These are machine listings of forms used by the Agency - cross referenced alphabetically, numerically, functionally and by OPI; the DARE System cards containing a reduced image of current active forms; and, a 5 x 8 control card on inactive or obsolete forms. Maintained for control and reference purpose.</p> <p>a. Machine listings</p> <p>b. DARE</p> <p>c. Control and Index card. Serves as a perpetual inventory of inactive Agency forms. Contains a complete history of each form. Used for replying to telephone inquiries and for reporting purposes.</p>	<p>.5</p> <p>.4</p> <p>.3</p>	<p>Temporary. Destroy when new listing is received (generally quarterly).</p> <p>Temporary. Purge file quarterly to remove inactive or obsolete forms.</p> <p>Permanent. Disposal not authorized. Retain in current files indefinitely.</p>
14.	<p>REFERENCE PUBLICATIONS</p> <p>These are various publications, brochures, commercial samples and periodicals relating to all phases of records management. They are maintained individually by analysts or collectively for reference of the Staff. Some topics are forms, filing, equipment, correspondence, reports, mail, and others related to records management programs. Maintained for background and reference purpose.</p>	17.	<p>Temporary. Purge file at least annually and destroy material of no further interest to the Staff.</p>

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15	<p>PRESIDENTIAL LIBRARY LIAISON FILE</p> <p>Memos, copies of transmittals, lists, and receipts for materials selected for transfer to the National Archives for inclusion in the Presidential Libraries. The file reflects the extent of CIA's contributions and participation in the Presidential Libraries Program. File is maintained for the CIA representative to the Archivist. Filed chronologically. (1962 to date).</p>	.1	<p>Permanent. Disposal not authorized. Incorporate in Agency Archives when no longer needed for current activities.</p>
APPR	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div>	Date	13 August 1965
	CIA Records Administration Officer		

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RECORDS CONTROL SCHEDULE

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SCHEDULE NO.

30-61

OFFICE, DIVISION, BRANCH

MANAGEMENT STAFF, ADP Advisory Group

SIGNATURE

TITLE

25X

3/1/61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
51	PROGRAMMING SURVEY FILE Records accumulated by groups to determine ADP application for specific areas. a. Surveys b. Work Papers c. Machine runs, charts and programs (1958 - 1960)	2. 6. 32.	Permanent. Keep in current file until project is completed and then transfer to Records Center. Temporary. Keep in current file until project is completed and then destroy. Will be transferred to ADPD (formerly MRD) for their retention or disposal.
52	CONTRACT PROGRAMMING FILE Proposals from RCA, working papers, various phases in regard to computer; copies of submission to GSA and their OK on work to be done. (Original submission and contract with Office of Logistics)	2.	Temporary. Keep in current file. (Destroy when no longer needed for reference.)
53	REGULATORY ISSUANCE FILE Published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.	2.	Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)

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SCHEDULE NO.

39-61

OFFICE, DIVISION, BRANCH

MANAGEMENT STAFF, TRAINING OFFICER

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11/61

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

54

TRAINING FILE

Copies of correspondence, plans pertaining to training, career development. Internal training filed alphabetically by employees' name, Non-CIA application filed by date.

(1958 - 1960)

2.

Temporary. Keep in current file for two years and then destroy.

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CONFIDENTIAL

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

DDS/RECORDS ADMINISTRATION STAFF

SIGNATURE

TITLE

Chief, RA

E

9 June 1972

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

CTIONS

16.

RECORDS MANAGEMENT BOARD FILES

These are the official files of the Records Management Board maintained for the Board by the secretary. The files consist of the minutes and agenda of the Board's meetings, copies of the Board's reports to the Executive Director, memoranda, working papers, contributions by the members, documentation of projects undertaken by the Board members, and other related papers. The Board was established in 1968 to oversee the records management activities for the Agency. Files are maintained by topic or category.

a. Official files maintained by the secretary.

1.0

Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area until no longer needed for current activities then transfer to the Records Center.

b. Copies of the Board Files maintained by the Chairman and members of the Board.

3.0

Temporary. Destroy when no longer needed for current reference.

CON

APPROVED:

CIA Records Administration Officer

30 June 72

Date

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